

COLLEGE OF MEDICINE
University of Central Florida
POLICY ON STUDENT SURVEYS

The purpose of this policy is to monitor the volume and appropriateness of survey requests made to MD students. In all cases it is expected that efforts are made to assure high quality so that results have utility. The two general categories of survey that occur in addition to standard evaluation of instruction surveys are 1) research surveys that are part of an IRB-approved project, 2) informal surveys, the results of which will not be used for publication outside the College of Medicine.

Procedures:

1. Research Surveys:
 - a. May be initiated by students or faculty of the college (outside entities must first seek written approval from the Associate Dean of Faculty Affairs)
 - b. Before developing a unique survey, investigators should confirm that the information sought does not already exist in standard curriculum surveys and that no validated instrument exists in the literature.
 - c. Online survey instruments are preferred and may be deployed via the Office of Assessment. Faculty should contact Dr Basma Selim (Basma.Selim@ucf.edu); FIRE module students should contact the module faculty for advice in survey development and the module coordinator for survey deployment (Elizabeth.Smock@ucf.edu).
 - d. Use of in-class or other paper-based research surveys must be justified and may be used only with the permission of the relevant module/clerkship director and the assistant dean for undergraduate medical education.
 - e. In all cases, evidence of IRB approval/exemption is needed before surveys may be deployed.

2. Informal Surveys:
 - a. Are defined as those that are not part of a research project or the standard COM curriculum evaluation process. Permission is not required to deploy informal surveys but the guidelines below apply.
 - b. For surveys canvassing opinions about parts of the curriculum, the relevant committee chair should first be informed as a courtesy. For assistance deploying informal curriculum surveys contact Soraya.Smith@ucf.edu. It is expected that the requested information does not duplicate that already available in the formal college evaluation surveys.
 - c. For all other surveys, the Office of Student Affairs should be notified by contacting Soraya Smith (Soraya.Smith@ucf.edu).